



United States  
Office of Personnel Management

# **Distribution Facilities and Storage Management Series**

## **GS-2030**

**Workforce Compensation & Performance Service  
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[Main Menu](#)   [Help Screen](#)

## NOTE

This standard has been converted from the original paper format to electronic format without substantive change in series coverage or grading criteria. The standard was reviewed to correct errors that may have been introduced during the conversion process. In some standards minor corrections were made such as updating references to other documents that may have become obsolete, or correcting minor typographical errors in the original standard. Any errors that remain due to conversion to electronic format should be minor and are not intended to change the meaning of the original standard.

If you find page references near the right hand margin of this standard they indicate the pagination of the official, printed version of this standard. For example, a notation "PAGE 2, 4/88, TS-87" would mean that (1) page two of the printed version begins here, (2) the date of issuance was 4/88, and (3) the Transmittal Sheet number was TS-87.

# **Distribution Facilities and Storage Management Series**

**GS-2030**

## **CONTENTS**

SERIES DEFINITION .....	1
EXCLUSIONS .....	1
OCCUPATIONAL INFORMATION .....	1
TITLES .....	3
GRADING POSITIONS .....	4

## SERIES DEFINITION

This series includes positions that involve analytical or managerial work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a storage and distribution system. Positions covered by this series require as their primary qualification, knowledge of the principles, practices, and techniques of managing the physical receipt, custody, care, and distribution of material, including the selection of appropriate storage sites, material handling equipment, and facilities.

This series coverage standard supersedes the classification standard for the Distribution Facilities and Storage Management Series, GS-2030, dated June 1971.

## EXCLUSIONS

1. Classify to an appropriate trades, craft, or labor series positions that primarily involve supervising or performing work for which the paramount requirements are trades, crafts, or manual labor skills and knowledge. Guidelines for distinguishing trades, crafts, and manual labor work from General Schedule work are found in the [Introduction to the Position Classification Standards](#).
2. Classify to the [Supply Management Series, GS-2003](#), positions that (a) involve the overall management of two or more technical supply functions, or (b) involve staff work relating to the overall management of two or more technical supply functions.
3. Classify to the [Supply Clerical and Technician Series, GS2005](#), positions classified at full performance grade levels lower than GS-9, that primarily involve supervising or performing clerical or technical support work concerned with processing documentation about receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a distribution system.

## OCCUPATIONAL INFORMATION

Employees in this series are concerned with a wide variety of storage space (i.e., any type of site, facility, or building used to store material) including both open and covered space. Open storage space is any improved or unimproved area not within a roofed structure that has been designated for storing material. Open storage space typically is used to store items not susceptible to damage by inclement weather.

Covered storage space is the area within a roofed structure used for storing material. It does not include areas used for other purposes, such as office space. In contrast to open space, covered

storage is premium space because of the cost of construction and maintenance of the facility itself. Most types of material require at least some form of cover. There are many different types of covered storage space, including --

- General purpose warehouses;
- Flammable storage warehouses for storing highly combustible items such as oil-based paint and alcohol;
- Refrigerated storage areas;
- Controlled humidity facilities, "dry tanks," or specially constructed areas within warehouses for long-term storage under controlled humidity and temperature conditions;
- Secure storage sensitive items such as medical supplies (especially controlled substances), classified equipment, or materials with a high commercial value;
- "Wet" tanks for storing liquids;
- "Igloos," which are partially buried magazines for storing ammunition and explosives;
- Aboveground magazines; and
- Sheds.

There are two types of positions covered by this series: "specialists" and "managers." Typically, specialist positions are concerned primarily with storage operations (i.e., the actual physical receipt, inspection, custody, maintenance while in storage, stock selection, determination of stock level, and shipping of material). They may also perform staff work in conducting studies involving aspects of storage programs. Analytical work includes studies of operational storage and distribution activities involving considerations such as:

PAGE 3 7/92 TS-117

- effectively assigning authorized staff to accomplish the assigned warehousing mission;
  - effectively using automated, robotic, mechanized, and other material handling equipment;
  - allocating and using storage space;
  - protecting material handling equipment and the items stored; and/or
  - installing uniform and economical ways to receive, store, care for, and distribute material.
- Manager positions involve directing or managing operating storage, warehousing, and related programs. Typically, these employees perform the following managerial duties:

- planning, establishing, evaluating, and revising the organizational structure of the distribution and storage activity;
- planning, revising, and administering the organization's distribution and storage program;
- making decisions about the distribution facilities, storage space, staffing, material handling equipment, and related operating requirements;
- planning and establishing general workflow, methods, and schedules;
- determining overall work goals and standards of performance; and/or
- exercising budget and fiscal control over the organization's distribution and storage program.

Distribution and storage programs in the various Federal agencies differ significantly because they are designed to meet the particular needs of the individual agencies. However, some developments are common to all Federal agencies that have large distribution and storage operations. Among the more noteworthy of these developments are --

PAGE 4 7/92 TS-117

- Increasing use of automatic data processing and robotics in conjunction with both record keeping and material handling equipment and systems.
- Increasing use of mechanized conveyor systems and other specialized material handling equipment in connection with large operating programs.
- Strong efforts toward developing more uniform distribution and storage programs on an agency-wide or even interagency basis.

## TITLES

Distribution Facilities Specialist is the title for positions involving analytical work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a distribution system.

Storage Specialist is the title for positions that involve analytical work concerned primarily with storing material and caring for it while it is in storage, and only incidentally concerned with related matters such as the receiving, handling, or issuing of material. These positions are concerned solely with long-term storage operations.

Supervisory Distribution Facilities Specialist or Supervisory Storage Specialist are the titles for positions which meet the definition in the appropriate [supervisory grade evaluation guide](#) for classification as supervisors.

Distribution Facilities Manager or Storage Manager are the titles for managerial positions above the supervisory levels.

## **GRADING POSITIONS**

Positions in this series are classified by criteria contained in the [Grade Evaluation Guide for Supply Positions](#) or the appropriate [supervisory grade evaluation guide](#).